

LOGGING INTO THE ACMS

APHIS Cost Management System application can be accessed by opening Internet Explorer

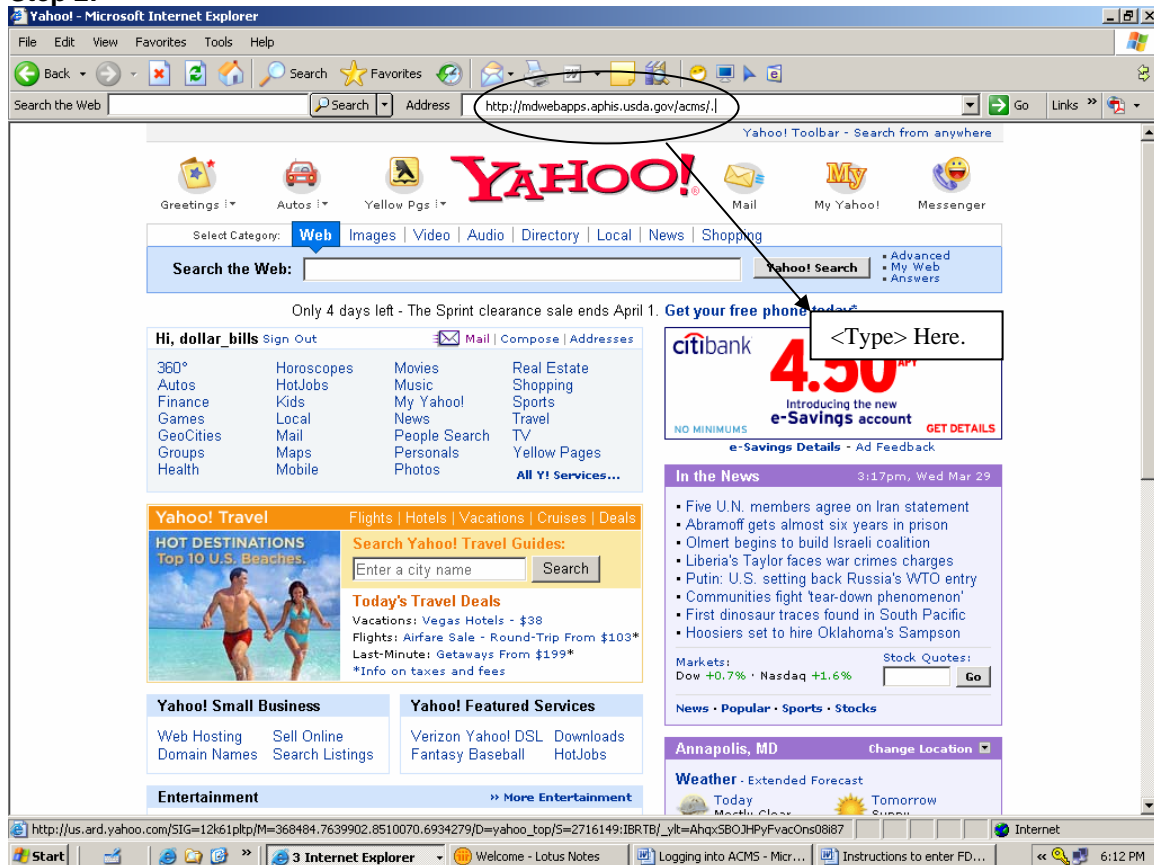
Step 1:



Internet Explorer.Ink

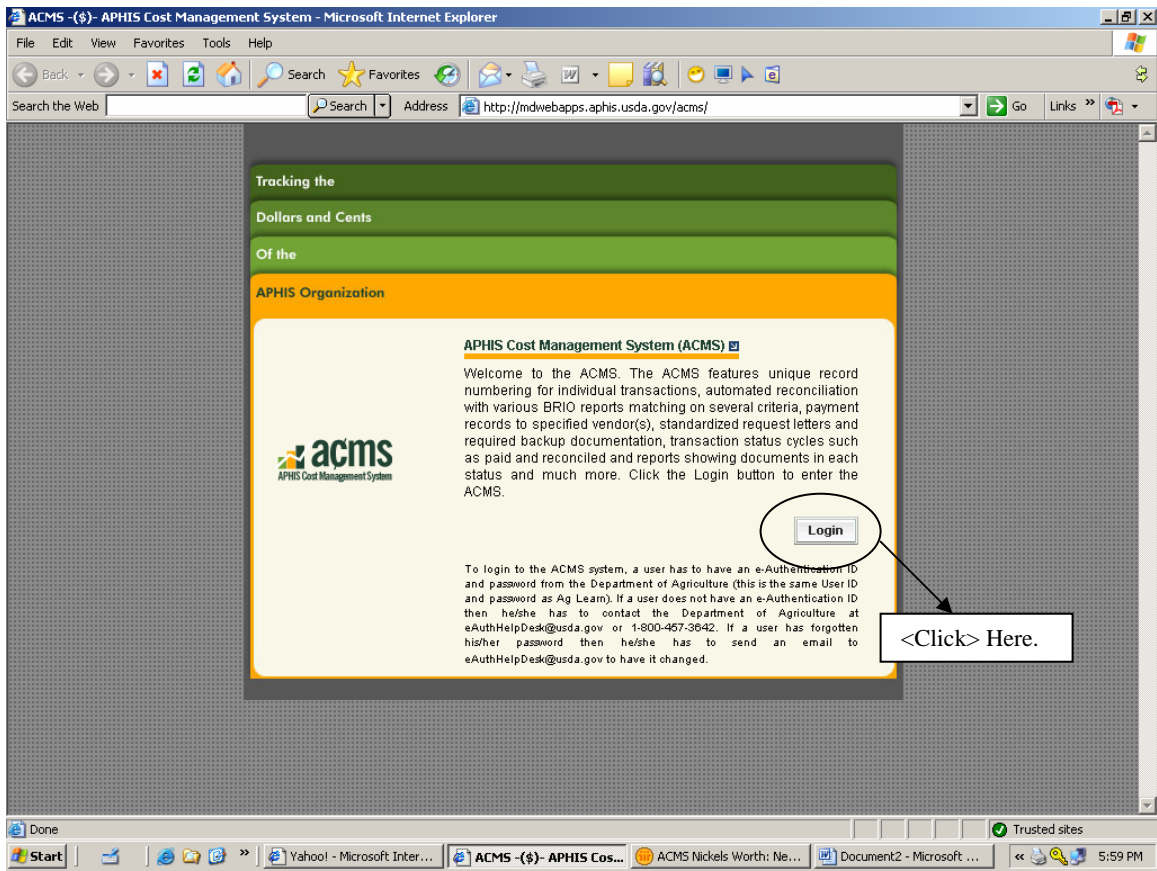
1. <Click> on Internet Explorer.

Step 2:



2. <Type> in the location of the APHIS Cost Management System Web site in the location bar. The address is: <http://mdwebapps.aphis.usda.gov/acms/>. Press <enter>. Do not type in WWW. first. This is located on the INTRANET not the INTERNET.

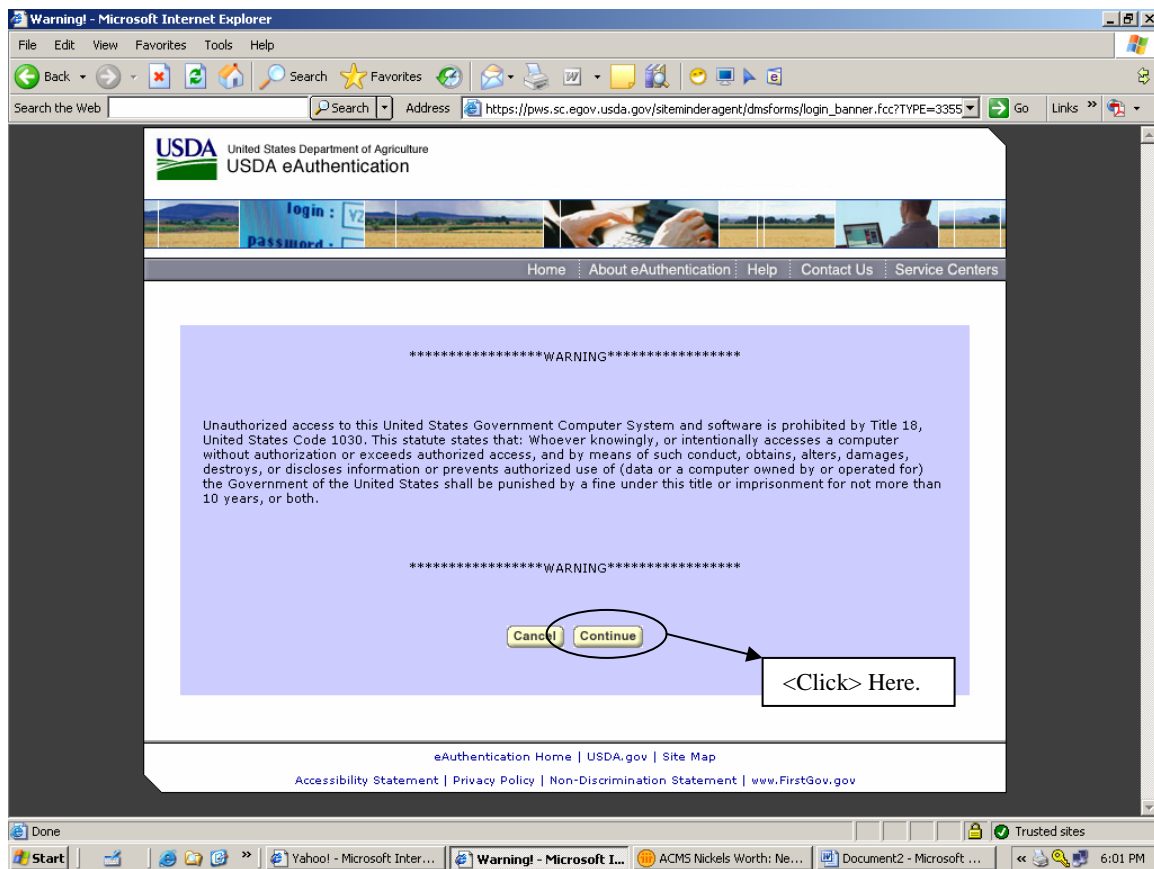
Step 3:



3. **<Click>** the Login Button.

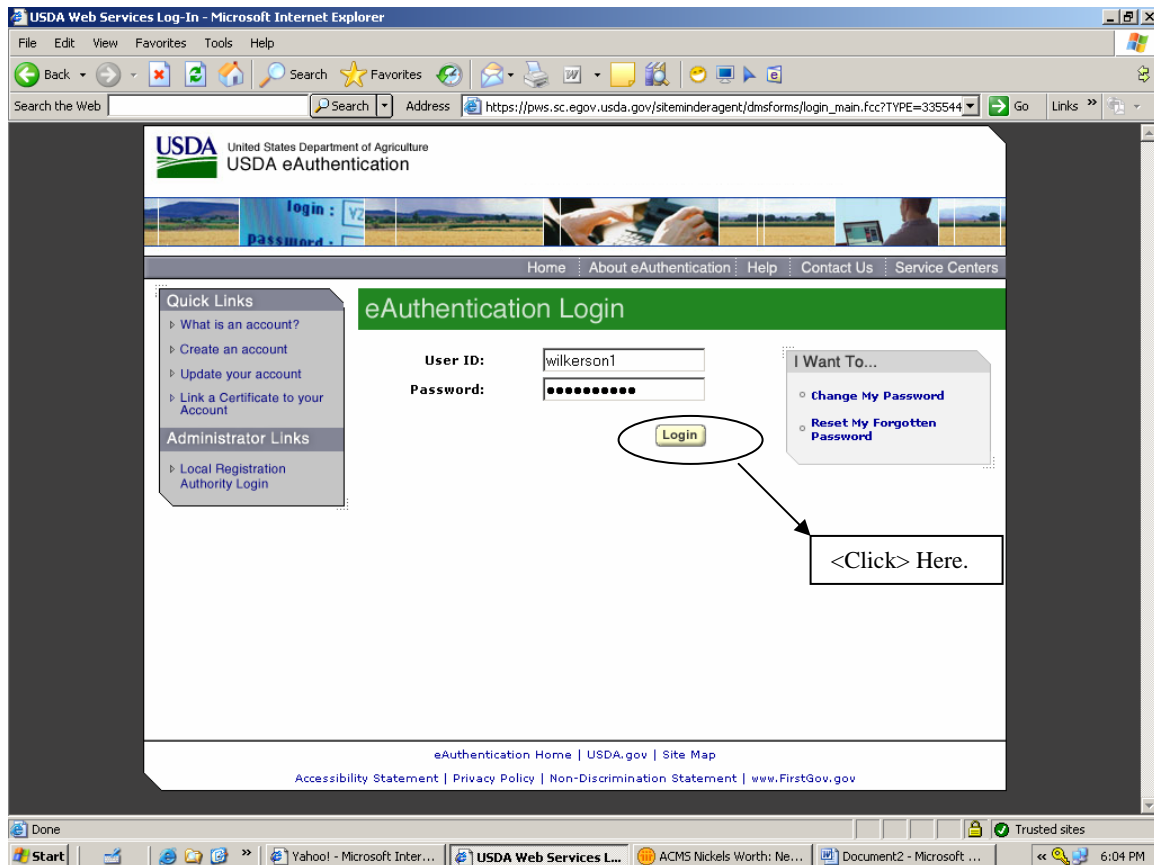
Welcome to the ACMS. The ACMS features unique record numbering for individual transactions, automated reconciliation with various BRIO reports matching on several criteria, payment records to specified vendor(s), standardized request letters and required backup documentation, transaction status cycles such as paid and reconciled and reports showing documents in each status and much more.

Step 4:



4. **<Click>** the Continue button. This is the eAuthentication login screen.

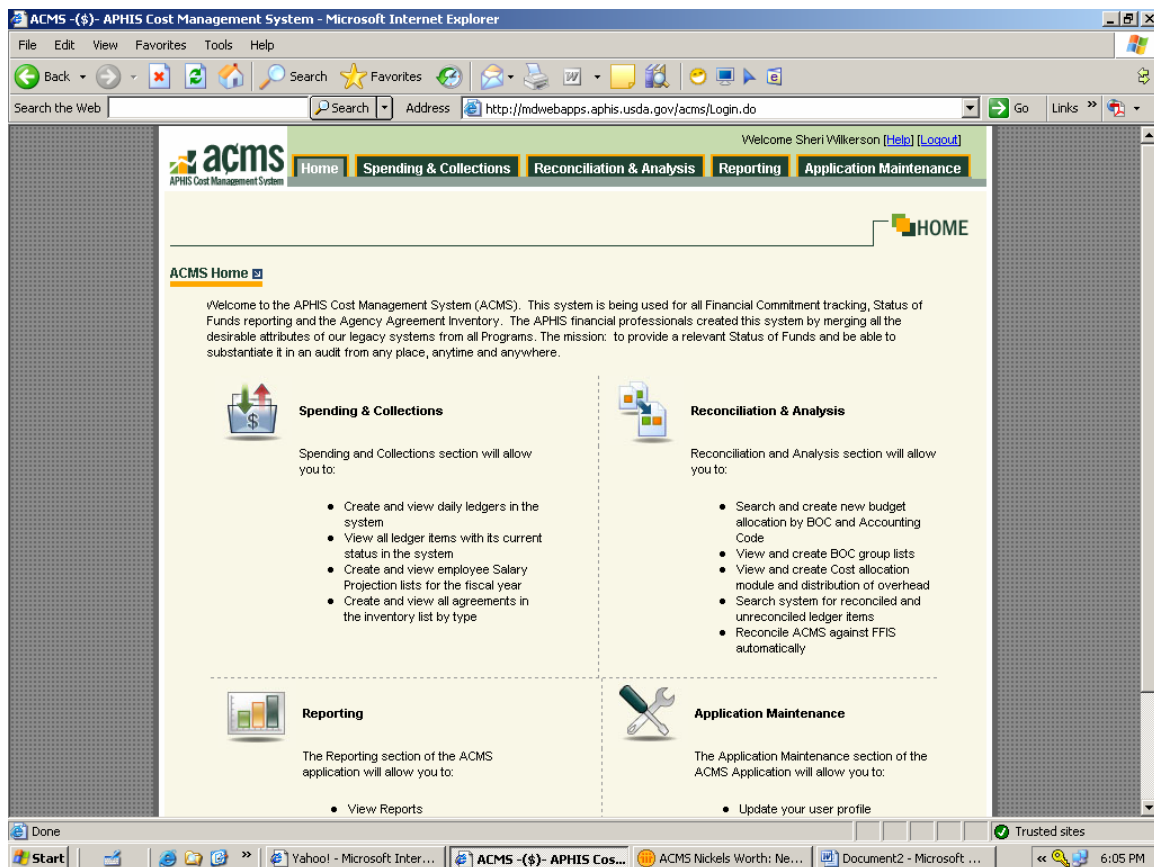
Step 5:



5. **<Type>** in your E-authentication User ID and password. Then **<Click>** Login Button.

To login to the ACMS system, a user has to have an e-Authentication ID and password from the Department of Agriculture (this is the same User ID and password as Ag Learn). If a user does not have an e-Authentication ID then he/she has to contact the Department of Agriculture at **eAuthHelpDesk@usda.gov** or **1-800-457-3642**. If a user has forgotten his/her password then he/she has to send an email to eAuthHelpDesk@usda.gov to have it changed.

Step 6:



6. Welcome to the Home page for ACMS.